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JOB DESCRIPTION AND PERSON SPECIFICATION

25 January 2022

Job Title	Organist and Choir Director
Reporting to	The Vicar
Supervisory responsibility	Care of the church organ and instruments
Financial or budgetary responsibility	None
Job summary	To play the organ and lead the choir during a service on Sundays at 10.45am, and occasionally play at weekday services e.g. Holy Days, weddings and funerals. To lead a weekly choir practice to help further develop our choir. To maintain musical standards and foster the musical gifts of members of the congregation in worship.
General context	The parish of Hellingly and Upper Dicker is of the Church of England and lies within the Diocese of Chichester. The parish is diverse incorporating the villages of Hellingly, Lower and Upper Dicker, and Horsebridge. It is rural, semi-rural and suburban in nature. The worship sits broadly central in the Anglican tradition and is mainly Eucharistic.
Duties and responsibilities	<ul style="list-style-type: none"> • Accompany 10.45am Common Worship Holy Communion. Sung mass settings accompanied by a choir. • Accompany other special services (e.g. carol services) as agreed, and occasionally play for weddings and funerals by arrangement with the Vicar (fees extra). • Opportunities for individual teaching and the development of the choir. • The organ is a two-manual instrument by N.P. Mander Ltd. of London. • Use of organ and piano for teaching (subject to the church diary). • Opportunities for the use of the church for occasional concerts, recitals etc (subject to agreement). • Hours: 2 hours on Sundays, and 1.5 hours choir practice on Friday evenings. • Principal Feasts including: Palm Sunday, Holy Week, Easter Vigil, Easter Day, Christingle, Nativity Service, Midnight Mass, Christmas Day.
Holiday entitlement	Six Sundays per year but not to be taken on a Principal Feast.

THE PARISH OFFICE

ST PETER & ST PAUL, HELLINGLY AND HOLY TRINITY, UPPER DICKER

THE VICARAGE | 14, ORCHARD GRANGE | LOWER DICKER | HAILSHAM | EAST SUSSEX | BN27 3PA

Person Specification

Criteria	Essential/ Desirable	How Assessed
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Qualifications

Appropriate RSCM qualification	Essential	Certificate
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Experience

Working in a Anglican church context	Essential	Application Form / Interview
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Knowledge & Understanding

Sympathy with the Anglican tradition	Essential	Application Form / Interview
A good working knowledge of a range of music relevant to the role	Essential	

Skills and Competencies

Relates well to people, approachable, engaging and outgoing	Essential	Application Form / Interview
Ability to communicate effectively with a diverse range of people of all ages and at all levels	Essential	
Excellent interpersonal skills	Essential	
Good attention to detail	Desirable	

Attributes

Flexible approach to duties undertaken and working hours	Desirable	Interview
The ability to work as part of a team and on own initiative	Essential	
Well organised with good time management	Essential	

Other Requirements

Person Specification		
Criteria	Essential/ Desirable	How Assessed
Satisfactorily meeting the Church of England's employment checks including Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances

The appointment will be confirmed following six months' satisfactory service.

This job description is current at the date shown below. It may be subject to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

The closing date for applications is 31st March 2022

Salary: £3600 pa subject to tax and NI as appropriate.

To apply for this position, please send your curriculum vitae and a covering letter explaining why you think you are suitable for this role and how you meet the person specification to:

Fin Westcott
 Parish Administrator
 14, Orchard Grange
 Lower Dicker
 HAILSHAM
 BN27 3PA

Or e-mail to: csa.hellingly@gmail.com